



BUILDING DIRECTOR

Job Code: 3102

EEO Class Code: Official / Administrative

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o021

NATURE OF WORK

This is highly responsible management and complex professional administrative work planning, organizing, staffing, directing, and controlling the activities of the City's Building Department.

Emphasis of the work is on directing technical, administrative and clerical staff in the conduct of building inspections, the issuing of building permits, and the enforcement of building codes.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Reviews and approves large scale building and development plans in the preliminary and final stages of review
- Meets with builders, engineers, architects, developers, attorneys, real estate agents, and the general public to hear code concerns to resolve complaints
- Assigns and reviews all non routine items to subordinates including budget preparation and monitoring, personnel actions, staff interviews, training, hardware and software needs, and office space planning
- Reviews and approves all certificates of occupancy
- Approves all occupant load content requirements
- Reviews and approves all purchase orders, requests for time off, vacation, sick leave, and other administrative activities
- Reviews and approves all memos written by assistants to other City departments
- Interprets building codes
- Assigns chief inspectors to various special projects, as needed
- Speaks at civic meeting on subjects such as clean streets, minimum housing, maintenance standards, noise abatement, and abandoned buildings
- Drafts ordinance, resolutions, and memos related to building and zoning codes for the City Commission
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures
- Extensive knowledge of general building design and construction
- Extensive knowledge of good construction practices
- Considerable knowledge of effective practices concerning air conditioning, electrical, plumbing, and other phases of building construction
- Extensive knowledge of the principles and practices of public and business administration and management by objectives
- Extensive knowledge of the policies and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting
- Extensive knowledge of supervisory principles and practices
- Ability to balance demand with limited resources in providing effective, efficient, and economical services to City residents
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards
- Ability to supervise, plan, direct, and coordinate the work of professional, technical, and clerical employees in the implementation of internal controls and operational policies and procedures

- Ability to identify problem areas, analyze and recommend solutions regarding the efficiency and effectiveness of departmental operations
- Ability to disseminate effective advice regarding the identification of potential problem areas and the formulation, implementation, and attainment of organizational and departmental goals and objectives in a manner which maximizes efficiency and effective utilization of resource
- Ability to establish and maintain effective working relationships with City officials, other employees, professional groups, vendors, and the general public
- Ability to communicate clearly and concisely, both verbally and in writing, to individuals and to groups
- Ability to plan, organize, and supervise, through various levels of subordinates, the work of all departmental employees in a manner conducive to full performance and high morale

MINIMUM REQUIREMENTS

- Bachelor's degree in building construction management or technology, architecture, structural engineering, or a related field
- Experience can substitute for education on a year-for-year basis
- Knowledge of national, state and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures
- Knowledge of general building design and good construction practices
- Considerable knowledge of the construction industry including effective practices concerning air conditioning, electrical, plumbing, and other phases of building construction
- Must obtain and maintain all necessary State of Florida Certifications within three (3) months of appointment
- **Desire:**
 - Previous public sector experience as a Building and/or Code Compliance Director
 - Experience in the building trades
 - Knowledge of the South Florida Building Code
 - Have current certification, or the ability to obtain certification as a Chief Building Official as defined by the State of Florida
 - Experience working in historic preservation
 - Familiarity with EPA legislation

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, and kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling

SUPERVISION RECEIVED

- General and specific assignments are subject to review by the Director of the Office of Management and Budget
- Work is performed with little direct supervision and considerable latitude for use of independent judgment in the selection of work methods and procedures
- Work is reviewed for compliance with departmental objectives and standards

SUPERVISION EXERCISED

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations